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**EMT-Basic RECERTIFICATION**  
**For EMT Certificates Expiring April 1, 2007**

**\*BULLETIN\***

Dear EMT-Basic:

Here are the important dates to keep in mind in order for you to successfully recertify as an EMT-BASIC. **Please read carefully:**

**DECEMBER 31, 2006**

You must have successfully completed **all recertification educational requirements**: a 24-hour OEMS-approved EMT-Basic refresher course, **and** a minimum of 28 hours of approved continuing education at the Basic EMT level.

**JANUARY 31, 2007**

You must have filed a complete, signed **application and non-refundable \$150.00 fee**. The application and fee must be filed together. The fee must be payable to: **Commonwealth of Massachusetts**. A personal check, bank check or money order is acceptable. Please do not send cash.

**APRIL 1, 2007**

**Your current certification will expire on April 1, 2007.** The period between January 1 and March 31 provides an opportunity to resolve any discrepancies and to process recertification materials. You may continue to work as an EMT-Basic on an ambulance until April 1, 2007.

**NOTE: OEMS no longer requires that you submit a copy of your current BLS/CPR certificate.** The state EMS Regulations require EMT-Basics have current a BLS/CPR training card to work on an ambulance, and require all EMS personnel to carry a current CPR card, along with their EMT certification card and a valid driver's license, on their person or in the EMS vehicle on which they are working.

**Important Information Regarding Continuing Education!**

Enclosed is a computer printout of your training record, which includes **only those courses for which OEMS received rosters prior to (TBD).**

You can check your EMT continuing education credit hours on file or download a list of refresher and continuing education classes on the OEMS Website: <http://www.mass.gov/dph/oems>. Please note that the website lists the courses you have taken which have been processed by OEMS. It **does not** indicate whether or not these are applicable to your recertification.

For an updated printout, please send email to [recert@dph.state.ma.us](mailto:recert@dph.state.ma.us).

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### About your printout...

- Completed requirements are indicated by 'YES'.
- Incomplete requirements are indicated by 'NO'.

For your convenience, we have listed every course for which you received credit. If your personal record differs from the printout, complete the enclosed Discrepancy Form and send it to OEMS. Only those courses for which OEMS received rosters prior to **(TBD)** will appear on your printout.

There are a number of reasons why a course you attended may not appear on your printout.

- Course roster arrived at OEMS after printouts were produced and mailed;
- OEMS has not received the course roster from the instructor;
- You failed to sign a roster; therefore, no credit can be given;
- Your EMT number and/or name are unreadable on the roster;
- You have listed the incorrect EMT number on the roster;
- The course was not approved for credit by OEMS.

If you are seeking special credit for a course without an OEMS number, your request must include a copy of the course outline, syllabus, catalog description, or other listing of course content and length. Rules regarding Special Credit are available on our website.

Before you submit a discrepancy form to OEMS, please check with the training institution or instructor. Also, be sure to check the number of hours approved for each continuing education program. Some programs are approved for fewer hours than requested.

If your discrepancy involves teaching credit, be aware of the following:

- There is a cap on teaching credit. The maximum credit allowed is 20 hours;
- Credit for teaching (or assisting with) EMT-related programs is earned at the rate of one credit for two teaching hours;
- If you teach a continuing education program, you may claim credit for either taking the course or teaching it, **not both**;
- To obtain credit for teaching CPR, you must be a Certified CPR Instructor and you must submit copies of rosters or other records documenting dates and types of courses taught;
- Co-Instructors at the same program must share credit hours.

#### Steps to take to resolve discrepancies:

1. Check with the training institution or instructor to be sure the roster was sent to OEMS approximately one month before filing your application; and
2. Verify with the training institution or instructor the OEMS approval number and the number of hours for which the course was approved; and
3. Submit a completed Discrepancy Report form to OEMS.

**REMEMBER:** YOU are responsible for keeping a record of the dates, hours, OEMS Approval Numbers, and course titles for all courses you attend.

*Non-refundable fee of \$150.00 must be payable to:*

**COMMONWEALTH OF MASSACHUSETTS.**

Personal Check, bank check or money order is acceptable. Please do not send cash.

*Read and sign the recertification application. Unsigned or incomplete applications will be returned.*

INCLUDE YOUR EMT NUMBER ON EVERYTHING YOU SEND TO OEMS  
RECERTIFICATION APPLICATIONS CANNOT BE FAXED

Visit our website

[www.mass.gov/dph/oems](http://www.mass.gov/dph/oems)